

THE CITY UNIVERSITY OF NEW YORK

Office of the General Counsel and Vice Chancellor for Legal Affairs

535 East 80 Street, New York, N.Y. 10021


212/794-5382



**Administrative Advisory
Memorandum #9**

July 22, 1991

TO: College Presidents
Vice Chancellors

FROM: Vice Chancellor Robert E. Diaz 

RE: Agreements with other agencies

The University enters into agreements with other State or City agencies for two purposes, resource management and education. Departments or units of the University or the University itself, may enter into agreements with City and State agencies for resource management. Pursuant to State Education Law Sec. 6203, the University has "the care, custody, control and management of the lands, grounds, buildings, facilities and equipment used for the purposes of the educational units of the city university [sic] and...the power to protect, preserve and improve the same." The Board of Trustees is empowered, by Education Law Sec. 6206 (6), to "control and keep up the buildings and grounds occupied and used by institutions and units controlled by it." The University also enters into agreements with other State or City agencies for the purpose of expanding the educational opportunities we provide to our students and other members of the public. Education Law Sec. 6206 (7) empowers the Board to "establish and conduct courses and curricula."

All these agreements, which constitute contracts entered into with entities outside the University, become legally binding documents when executed. Pursuant to the Bylaws of the Board of Trustees, the Office of General Counsel is authorized to render legal services to the Board and to the University. Thus, all documents which require legal scrutiny to protect the interests of the Board of Trustees and the University must be reviewed by this office. Agreements entered into by a department of the University or the University itself, should be signed by the Secretary to the Board of Trustees of CUNY, pursuant to the Bylaws, Sec. 2.5. Agreements entered into by an educational unit of the University should be signed by the President of that unit, under Sec. 11.4(c) of the Bylaws.

Attached to this Memorandum is an "Agreement Approval Form." Please have a copy of this form filled out by the person responsible for any proposed agreement or memorandum of understanding. This form, and a true copy of the applicable Board Resolution, must be transmitted with the proposed agreement when the agreement is submitted for review to this office. This form will facilitate the orderly and expeditious processing of these matters, thereby delivering the services to our constituents in a more timely fashion.

DHM:acb
Attachment
agreement

Date Approved _____

Log #: _____

Contact Person _____

Telephone # _____

Department _____

AGREEMENT APPROVAL FORM

OFFICE OF THE GENERAL COUNSEL

PARTIES:

DATE OF RESOL:

CALENDAR NO. OF RESOL:

AMOUNT OF RESOL:

CONTRACTOR:

PURPOSE:

AMOUNT OF CONTRACT:

DURATION OF CONTRACT:

PLEASE CHECK

() Original Board Resolution
Provided

TO DEPARTMENT: Please submit a completed copy of this form with every agreement or memorandum of understanding submitted for review.